

## **CHAPTER 5**

### **REUTILIZATION/TRANSFER SCREENING AND ISSUE**

#### **A. GENERAL**

1. This chapter prescribes reutilization/transfer screening and issue policies and procedures for DoD excess and FEPP, with eligible foreign governments and international agencies, with other activities authorized to screen and requisition excess and for Federal civil agencies. DoD policy is to reutilize excess, surplus, and FEPP to the maximum extent feasible to fill existing needs, before initiating new procurement or repair. All DoD activities shall screen available excess assets and review referrals for assets to satisfy valid needs.

2. Screening begins when DRMOs/SDPDAs establish accountability for property on their inventory records. The provisions of this chapter are intended to achieve maximum reutilization as required by the FPMR, Subchapter H, Subpart 101-43, Utilization of Personal Property. All references to days are calendar days unless otherwise specified.

3. Certain items of FEPP are screened under the provisions of DoD 4000.25-1-S2, MILSTRIP, Defense Program for Redistribution of Assets (DEPRA) Procedures. Screening through DEPRA does not affect or relieve any of the screening requirements for FEPP contained here.

4. Categories of excess personal property that may have limitations on screening are identified in Chapter 4 Property Requiring Special Processing, and Chapter 10, Environmentally Regulated and Hazardous Property.

5. Once on its accountable record, DRMS shall report items meeting specified criteria to GSA for screening. Screening criteria for property reported to GSA are modified periodically by agreement between GSA and DLA.

6. After completion of authorized screening and issue of property, the remaining domestic excess property becomes surplus and is eligible for donation. Surplus property which has not been removed or which has not been reported for sale may also be used to satisfy requisitions from DoD activities or Federal civil agencies. Requisitions received after reporting the property for sale shall be processed in accordance with Chapter 7, Sales/RRRP.

**B. REUTILIZATION SCREENING.** All excess and FEPP shall be made available for screening before donation, sale, or other disposal unless specifically excluded by special processing instructions contained in Chapter 4, Property Requiring Special Processing, Chapter 9, Disposal of FEPP, or Chapter 10, Environmentally Regulated and Hazardous Property.

1. Reutilization screening is accomplished electronically (via DRMS WWW home page [[www.drms.dla.mil](http://www.drms.dla.mil)]), manually, and visually. Local screening at the DRMOs is onsite (visual) screening of excess property. Organizations that do not have connectivity may obtain information from their servicing DRMO or DRMS (DSN 932-5939/5937; Commercial, 616-961-5939/5937).

2. Screening Timeframes: Property is available for screening upon receipt on the DRMO's inventory records, until completion of the 42 day formal screening period (21 days DoD/Federal civil agency removal priority followed by a 21 day donation period). During this time, which includes the accumulation period, all eligible customers can screen and tag property on a first-come, first-served basis, however there are restrictions on issue. The accumulation period will normally be 14-28 days. This process is graphically portrayed on attachment 1 of this chapter. Requests for reductions to this time shall be coordinated as part of the expedited processing procedures (see paragraph B3b.)

### 3. Variations to Screening.

a. Generally, customers are not permitted to screen/tag property prior to it being entered on the DRMO's accountable records. However, there may be instances where this practice may be justified. Examples are:

(1) Backlog situations where usable property is in danger of being damaged by the elements due to a lack of adequate storage and authorized customer is at hand;

(2) Property needed to fulfill emergency requisitions, (i.e., for disaster relief, etc.), may be processed as a "wash-post" transaction. The DRMO must be able to fully justify these actions and ensure a signed receipt copy of the DTID is returned to the generating activity.

#### b. Expedited Processing

(1) In ZI, on a case-by-case basis, and only after prior coordination with and approval by the applicable GSA regional office, DRMS may authorize expedited processing when there is documented low RTD potential, backlog situations, potential deterioration from outside storage or other compelling reasons. DRMS must carefully consider each request since GSA does not have oversight of certain legislative mandated programs (i.e., Law Enforcement Support Office (LESO)). A clear delineation between excess and surplus property shall be maintained.

(2) Outside ZI, DRMS shall coordinate requirements for expedited processing with the established customer base.

4. Screener Identification. Persons who visit DRMOs to screen or obtain property (or both) shall be identified as authorized representatives of a valid recipient activity. Upon arrival at the DRMO, the individuals shall identify themselves, sign a Vehicle/Visitor Register, and indicate the purpose of their visit. They shall also specify the DoDAAC for which they are screening, (also see paragraph G, Direct Removal of Property and Chapter 1, paragraph D, Foreign Liaison.)

a. DoD screeners shall further identify themselves as authorized representatives of a Military Service/Defense Agency or organization by means of a current employee/Military personnel identification issued by the DoD activity.

b. Federal civil agency screeners shall present a current employee identification as valid authorization. This also applies to screeners representing mixed-ownership U.S. Government corporations.

c. Non-Federal screeners shall present GSA Form 2946, Screener's Identification or letter of authorization from their parent organization. (For SEA donee screeners, see Chapter 6, Donations, Loans and Exchanges, paragraph F). Screeners may also present an authorization on the letterhead of the sponsoring activity, identifying the bearer and indicating the nature of the authorization.

d. DRMOs shall refer problems in identifying screeners to the activity Commander. For Federal civil agency and donee screeners, refer to the proper GSA Regional Office. Refer questions on Federal civil agency screeners outside the ZI to the Head of the Federal agency.

### 5. Screening Property at DRMOs

a. DRMOs shall assist customers interested in obtaining property. Assistance may be provided by soliciting authorized recipients to visit DRMOs; by maintaining a record of authorized recipient's needs, and screening these needs against available excess property; by extending maximum practical effort in locating property available to satisfy requests; by providing a sufficient quantity of hard copy listings of available property, for use by authorized screeners upon request; or by other means as are feasible within the time period allowed.

b. Contact the GSA Area Utilization Officers to assist in screening excess property.

6. Specialized Screening for ICPs

a. DRMS shall electronically report to designated ICPs those assets with valid NSNs meeting dollar value and condition code criteria established by each Military Service/Defense Agency. The notification shall be sent to the recorded DoD wholesale manager (ICP/IMM) by AUTODIN concurrently with recording the excess in the DAISY.

b. The DoD ICP/IMM shall screen these notifications to determine if needs exist. DRMO excesses shall be reutilized to satisfy known or projected buy and repair needs.

c. Requisitions shall be prepared according to MILSTRIP requisitioning procedures and submitted to DRMS.

C. REQUESTS FOR AND ISSUES OF EXCESS AND FEPP

1. General. DoD activities, Federal civil agencies, and other authorized activities are permitted to acquire excess and FEPP. This property may be acquired through DRMS or GSA, or direct from DRMOs. The following general principles apply to acquiring property from these sources.

a. DoD activities (other than MWRAs/Services, which are covered in Attachment 1, this chapter) must request Military Service/Defense Agency excess and FEPP through servicing accountable officers or their designated representatives. Subparagraph C1b contains special guidance affecting USCG requisitioning. DoD activities shall request only that property which is authorized by the parent HQ or commands, and must consider costs incident to its acquisition, including transportation, support and repair costs, before requesting the property. Activities may not request quantities of property exceeding authorized retention limits.

b. USCG requisitions shall originate from the Commandant (G-CFM-3), USCG HQ, various USCG Commanders Maintenance & Logistics and Integrated Support Commands. Requisitions must include a citation as to the USCG directive authorizing the unit to obtain the property listed on the requisition. Individual floating and shore units of the USCG may be delegated authority to requisition excess personal property without USCG HQ approval. The delegating authority shall be indicated on all requisitions. The DRMO need not validate the authenticity of the authority but only the fact that such authorization appears on the requisition.

c. Requests from DoD activities for property on the DRMO's accountable records shall be prepared on DD Form 1348-1A (See Attachment 2) or submitted to the DRMO or DRMS as stated in DoD 4000.25.1-M. A separate requisition is required for each line item on a DRMO's inventory (except batch lots.) The requisitioner shall furnish an original and three copies, as a minimum. Requisitions from DoD activities must contain a valid DoDAAC and the appropriate in-the-clear name, and address if applicable, of the requisitioner. Individual items may be requisitioned from batchlots

2. The DRMO shall honor authorized requisitions after receipt of property on the DRMOs inventory record as described in paragraph C3 through 8 below.

3. Emergency telephone requests during nonduty hours may be made by contacting the DLIS/DRMS Staff Duty Officer (SDO) (DSN 932-4233; Commercial, 616- 961-4233). Under these circumstances, the SDO shall record the request and shall contact the DRMS program manager to initiate proper action.

#### 4. Tagging & Requisitioning

##### a. Timeframes

(1) Once the property is tagged, either physically, as a result of electronic screening, or by receipt of a GSA Federal Disposal System (FEDS) advance transfer order, the customer has 14 (calendar) days, or until the end of the Final Removal Period (see below), whichever is first, to submit a requisition. If the customer does not submit a requisition within the prescribed time, the tag will expire and the property will continue through the disposal process.

(2) Once a customer submits a requisition, they have 14 (calendar) days, or until the end of the Final Removal Period, whichever is first, to remove the property [appropriate circumstances may warrant granting additional time.]

b. Multiple Tagging. DRMOs will accept, and encourage, multiple tagging of property by all RTD customers. If property is tagged, but not subsequently requisitioned and/or removed within the above time frames, DRMOs will notify the next reutilization customer or cognizant GSA regional office for transfer and donation customers.

c. Final Removal Period. A period of 7 (calendar) days following the end of formal screening (End of Screening Date) shall be established to allow all RTD customers ample opportunity to remove property. All tagged property shall be removed during this period. All tags/freezes/requisitions shall expire at the end of this period. **NOTE:** DRMOs shall grant customers an additional 7 days, upon request. Requirements for time beyond the additional 7 days may be granted if mutually agreed to by the customers and the DRMO/DRMS.

d. "Blue Light" Period. Upon completion of the Final Removal Period, the remaining property will be available on a first-come first-served basis. RTD customers shall have 3 work days to requisition and remove this property. This period assures full visibility of property prior to sale. During this time, and upon request, DRMOs shall generate listings of property available for sale in that accumulation, and make such lists available to all RTD customers. Property will not be added to the listing after the Blue Light Period.

5. GSA will provide tacit approval of all DoD requisitions upon electronic notification from DRMS but reserves the right to allocate the withdrawn property to an agency with a higher need for the same property, in accordance with the FPMR (ZI only.) This policy does not apply to special programs outside GSA's legislative authority.

6. Requests for small arms, as defined in this manual, shall be processed as stated in Chapter 4, Property Requiring Special Processing, paragraph B59. Attachment 3, this chapter, contains a list of Military Service/Defense Agency designated control points authorized to initiate requisitions or through which requisitions must be routed for review and approval before issue can be effected.

#### 7. Requests for property to fill training aid and target needs

a. The lowest condition property readily available will be used to satisfy training and targets aids. Emphasis should be placed on obtaining DEMIL required property. The following minimum actions should be taken:

(1) The determination as to suitability, based upon condition, location, or both, rests with the DoD activity in need of the property.

(2) Issues of excess property for use in destructive testing or as training or targets shall be limited to material in DCC X, or S (See Chapter 3, Receipt, Handling, and Accounting, Attachments 3 and 4.) Requests for property in better condition codes better than those shown above may not be honored until a full RTD screening cycle is completed, unless specific written justification is provided.

(3) Block 27 of the requisition (DD Form 1348-1A), shall contain the statement: "To be used for (training aids/target practice)."

(4) The requesting DoD activity shall document how the property was selected and used.

b. Exceptions

(1) For items not controlled by DRMOs (such as aircraft, ships, and IT of certain types), requests for assistance shall be directed to the activity that has control of the property.

(2) For property with an acquisition line item value of \$1,000 or less, availability of suitable property at the servicing or a nearby DRMO shall be considered sufficient search.

**NOTE:** Damage sustained to property does not necessarily constitute DEMIL. See DoD 4160.21-M-1 for additional guidance.

8. Late Requests

a. Surplus personal property tagged for donation or approved for donation may be withdrawn for use by DoD activities, or for transfer to a Federal civil agency (including the Senate, the House of Representatives, the Architect of the Capitol, and activities under his or her direction, the District of Columbia, and mixed-ownership corporations as defined in the Government Corporation Control Act), with the prior approval of GSA. In emergency situations, DoD activities may requisition such property to meet their essential needs without prior approval and shall immediately notify the applicable GSA Regional Office. The SASP or donee which made application for donation of the property shall be advised by the GSA Regional Office when a withdrawal is approved.

b. Should a DoD activity have an emergency need for a surplus DoD item still in the possession of a SASP, it may be requested from that SASP. The return of the item(s) shall be subject to payment by the acquiring DoD activity any costs of care, handling, and transportation, that were incurred by the SASP initially acquiring this property.

c. If a requisition is received after the property has been reported for sale, follow the procedures contained in Chapter 7, Sales/RRRP, paragraph D.

9. Government Liability. DoD excess, surplus, and FEPP, is issued "as is-where is". On a case-by-case basis, the use of "hold harmless" certifications may be utilized, depending on the type(s) and/or quantities of property involved. They must be written in coordination with appropriate legal counsel.

D. ISSUES TO SPECIAL PROGRAMS AND ACTIVITIES

1. Attachment 1 lists specific policy guidance concerning issues to the following special programs and activities (listed in no specific order):

a. DoD Humanitarian Assistance Program.

b. Law Enforcement Agencies.

c. 12<sup>th</sup> Regional Equipment Center.

d. DoD or Service Museums.

e. Academic Institutions and Non-Profit Organizations for Educational Purposes.

- f. National Guard Units.
- g. Senior Reserve Officer Training Corps Units.
- h. Morale, Welfare and Recreation Activities/Services (including AAFES, NES).
- i. Military Affiliate Radio System.
- j. Civil Air Patrol.
- k. DoD Contractors.
- l. Foreign Governments and International Organizations (Security Assistance).

2. DRMS may, because of security, workload, or other constraints, limit the number of screeners who may actually visit DRMOs for screening for the above programs.

**E. SHIPMENTS OR DENIALS.** Requisitions authorized by DRMS or GSA

Regional Offices shall be processed as expeditiously as possible. DRMOs shall ascertain that property requested is in as good a condition as it was during screening. If requisitioned property has materially deteriorated from screening or receipt to inspection for shipment, the DRMO should advise the requisitioner before shipment is made. The shipment shall be suspended pending agreement by the requisitioner that the property will be accepted in its present condition. Once the requisitioned, and pending receipt of an approved transfer document or removal of the property, no parts may be removed without prior approval of DRMS (for DoD requisitions) or GSA (for transfers and donations), and agreement by the requisitioner that the property will be accepted in its altered condition.

**1. Responsibility for shipment and funding**

a. Packing, crating, handling, and transportation (PCH&T) costs for shipments from DRMS to DoD activities; i.e. Army, USAF, USMC, Navy, Defense Agencies, MARS, CAP, DoD contractors when approved by the Contracting Officer/COR, and MWRA/Services when requisitioned through the Military Service accountable officer, are applied to the DLA/DRMS direct fund citation. DoD activities should make every effort to arrange pick ups to minimize shipment PCH&T costs. Where shipping costs exceed the property's value, DRMS may question the requisition's validity.

b. Parcel post shipments between DoD agencies shall be financed by the shipper without reimbursement.

**2. Shipment or Denial Notifications.**

a. When shipping to DoD components or Federal civil agencies, DRMOs shall furnish a copy of the shipping document to the requisitioner separate from the shipment. These documents confirm shipment.

(1) Requisitioners shall notify the DRMO if the property is not received within a reasonable period of time. A copy of the SF 122, with annotation of the transportation data, shall be furnished to Federal civil agencies only when property has not been picked by the recipient or their representative.

(2) DRMOs shall prepare Materiel Release Confirmations (MRCs) in response to Materiel Release Orders (MROs) received from DRMS. The guidance for preparation of MRCs is contained in DoD 4000.25.1-M, Chapter 3.

b. DRMOs shall advise requisitioner if the property requested is no longer available.

(1) If an MRO was received from DRMS, nonavailability will be documented by a Materiel Release Denial (MRD) prepared in accordance with DoD 4000.25.1-M, Chapter 3.

(2) All nonavailability notifications will be by letter, with a copy to GSA if they approved the requisition. The letter shall contain the following data as a minimum:

- (a) NSN
- (b) GSA Control Number, if available
- (c) Requisition Number
- (d) Quantity Not Available
- (e) Reason for Nonavailability

#### F. REIMBURSEMENT REQUIREMENTS

1. Determining Reimbursements. The generating activity will identify reimbursement requirements on the DTID. The DRMO/DRMS shall advise the requesting activity when reimbursement applies.

##### 2. Issue of Excess, Surplus and FEPP

###### a. General

(1) DoD and activities authorized to requisition as DoD. Issue of declared Military Service/Defense Agency excess, surplus and FEPP personal property to DoD users shall be on a nonreimbursable basis except when the requisitioner is prohibited by law from acquiring excess, surplus and FEPP property without reimbursement or where reimbursement is required by annotations on the DTID.

(2) Federal Civil Agencies. Issues of DoD excess, surplus and FEPP personal property, other than Foreign Purchased Property and other property identified as reimbursable, will be at no cost to Federal civil agencies. GSA may direct transfers be made with reimbursement at fair market value. Public law may prohibit Federal agencies from obtaining certain property. Federal civil agencies, for the purpose of issue of excess property, include Federal executive agencies other than the DoD; wholly-owned Government corporations; the Senate; the House of Representatives; the Architect of the Capitol, and any activities under his direction; the municipal government of the District of Columbia, or non-Federal agencies for whom GSA procures. Issues to the USPS require fair-market value reimbursement (also, see Chapter 4, paragraph B45.)

###### b. Specified Reimbursements

(1) When DoD or other Federal Agency activity requests property requiring reimbursement, the DRMO shall provide the requester the name of the generating activity. The requesting activity and the generator must agree to the appropriate amount and method of funds to be transferred, if any. When this is accomplished the generating activity must provide to the DRMO a letter stating what property is to be transferred and to whom. The DRMO will file a copy of this letter with the issue document to provide an audit trail.

(2) Foreign Purchased Property reimbursements shall be at the Stock List Price.

G. DIRECT REMOVAL S. When a DoD activity or other authorized customer elects to pick up property requisitioned from the DRMO, the individuals must be properly identified. Upon arrival at the DRMO, the individuals shall identify themselves, sign a DRMS Visitor/Vehicle Register, and indicate on the register,

the DoDAAC represented, (for DoD activities), and the purpose of their visit. Visitor/Vehicle Registers shall be readily accessible (also, see paragraph B2, this chapter).

1. DoD identification shall be a current employee/military service identification. Federal civil agency identification shall be a current employee identification.

a. The Military Service accountable officer (comparative terms: Army--Supply Support Activity (SSA) Accountable Officer; Navy--Accountable Officer; USAF--Accountable Officer/Chief of Supply/Directorate of Material Management; USMC--Unit Supply Officer/Accountable Officer/Property Control Officer/S-4 Officer/G-4 Officer/Base Supply Officer/OIC-DSSC/OIC-SMU), shall:

(1) Provide DRMOs the following information in standard letter format: the accountable officer's assigned DoDAAC, long line address, telephone number, typed name, and signature. The letter designating the accountable officer must be signed by a higher level of authority.

(2) The letter shall include, if applicable, the full name, activity, DoDAAC, telephone number, address, and signature of individuals authorized to sign requisitions (for direct removal) on behalf of the accountable officer.

(3) The accountable officer designation shall be updated annually or as changes to the original designation are made, whichever occurs first.

b. Direct pickup may be made by an individual with a valid identification and a DD Form 1348-1A for specific property signed by the accountable officer or authorized individual(s) listed in the letter.

c. DRMOs shall:

(1) Ensure the DD Form 1348-1A is complete in accordance with MILSTRIP and disposal requirements and is signed by the applicable accountable officer or authorized representative.

(2) Ensure a current letter is on file at the DRMO identifying the accountable officer and authorized individual(s).

(3) Process authenticated DD Form 1348-1A for direct pickup.

(4) Ensure the following information is entered on the Visitor/Vehicle Register for each direct issue.

(a) Name of the individual receipting for property.

(b) Employee identification card number.

(c) DoDAAC represented, or in-the-clear address.

(d) Activity of the individual receipting for the property.

(5) Furnish a copy of the completed shipping document to the respective accountable officer (record positions 30-35 of the DD Form 1348-1A).

2. If a GSA-approved SF 122 or SF 123 specifies the name of an individual who will pick up the property, release may be made upon verification of the employee identification or presentation of a letter of authorization (see paragraph B2 this chapter), or by other positive means of identification.



3. In case of doubt as to the validity of pickup representatives, DRMOs should contact the accountable officer who prepared the requisition, in the case of DoD, or DRMS for activities authorized to requisition as DoD special programs, or the GSA Regional Office for other federal agencies or donees.

## ISSUES TO SPECIAL PROGRAMS AND ACTIVITIES

### Reference: Chapter 5, Paragraph D

#### 1. DoD Humanitarian Assistance Program (HAP)

a. The provision of non-lethal DoD excess personal property for humanitarian purposes is authorized under 10 USC 2547. Preparation and transportation is carried out under 10 USC 2551. Established by Congress in 1986, this program allows DoD to make available, prepare and transport non-lethal, excess DoD property for distribution by the U.S. DoS for humanitarian reasons. The program is managed by the Defense Security Cooperation Agency, Office of Humanitarian Assistance and Demining.

b. In most instances, property issues will be from DRMS inventories. The most commonly requested types of property are: medical equipment, field gear, tools, clothing, rations, light vehicles, construction and engineering equipment. DRMOs will issue all property destined for the HAP, with the exception of drugs and biologicals, (FSC 6505), which may be issued directly by the Military Services. HAP requisitions/issues will be documented on DD Forms 1348-1A.

#### 2. Law Enforcement Agencies

a. 10 USC 2576a authorizes the Secretary of Defense, in consultation with the Director, ONDCP and the DoJ, to transfer excess DoD personal property, including small arms and ammunition, to Federal and State law enforcement agencies, including Counter-Drug and Counter-Terrorism Activities. For purposes of this program, law enforcement activities are defined as Government agencies whose primary function is the enforcement of applicable Federal, State, local laws, and whose compensated law enforcement officers have powers of arrest and apprehension.

b. The DLA LESO has managerial responsibilities in support of such transfers. Business relationships with participating states shall be established by Memoranda of Agreement. Federal civilian agencies do not require such agreements. Telephone 1-800-532-9946.

(1) The allocation of weapons, ammunition, aircraft (rotary & fixed-wing) and selected property shall be accomplished by DLA, in coordination with DASD (DEP&S), the owning Military Service, DoJ, and the ONDCP. These commodities need not be processed through DRMS.

(2) All other excess property shall be processed through DRMS on a first-come first-served basis.

#### 3. 12<sup>th</sup> Regional Equipment Center (REC)

a. Section 9148 of Public Law 102-396 requires DoD to participate in an infrastructure improvement program conducted by the Cambria County REC. The REC may obtain excess heavy equipment and make it available for lease to local municipalities, school districts, and public purpose organizations for projects such as soil conservation, land reclamation, reforestation, river and lake clean-up, road and bridge repair, snow and garbage removal, and sewer treatment system improvements. The REC is a non-profit, tax-exempt corporation funded by donations, grants, membership assessments, and user fees.

b. The REC may also screen and obtain excess accessorial type equipment, including, but not limited to, lubricants, parts, antifreeze, and tools needed to support heavy equipment maintenance. The terms and conditions of this program are contained in a written agreement between DLA and the REC. Requisitions from the REC will be submitted on DD Form 1348-1A.

#### 4. DoD or Service Museums

a. General. DoD and Service museums may obtain property from DRMOs for use, display, or exchange. With the exception of historical artifacts, stockpiling of property obtained from DRMO sources for future exchange is prohibited.

b. Requisitioning. The normal requisitioning procedures apply. The DD Form 1348-1A in addition to routine information, will include:

(1) The museum's individual DoDAAC or the DoDAAC of the Service headquarters with central responsibility for historical property.

(2) A statement if the property is to be used for display, exchange, or use, i.e., property needed to maintain the museums' buildings and grounds, for day-to-day housekeeping operations or to maintain displays.

(3) Legal authority. Authority that provides the legal basis for the request; that is, 10 USC 2572 or 40 USC 481(c).

(4) Approval authority. Approval authority for museum acquisitions from DRMOs expressly for the purpose of exchange must be granted by the activity having staff supervision over the museum. Approval authority is identified as follows:

(a) Army - Chief of Military History (DAMH-MD), 1099 14<sup>th</sup> Street NW, Washington, DC 20005-3402.

(b) Navy - Curator for the Navy, Naval Historical Center, Building 108, Washington Navy Yard, Washington, DC 20374-0571.

(c) USAF - Director, U.S. Air Force Museum System (MU), 1100 Spaatz St., Wright-Patterson AFB, OH 45433-7102.

(d) USMC - Headquarters, U.S. Marine Corps (Code HD), Director, History and Museum Division, Marine Corps Historical Center, Building 58, Washington Navy Yard, 901 M Street SE, Washington, DC 20374-5040.

(e) USCG - ATTN: Coast Guard Historian, Commandant (G-CP), U.S. Coast Guard HQ, 2100 Second Street SW, Washington, DC 20593-0001.

c. Museums shall ensure only DEMIL code "A" property is requisitioned for the purpose of exchange. Requisitions of property for exchange will reflect the DoDAAC of the DoD Military Service museum. An exception to this policy applies to M151 series, M561 and M792 (Gamma Goat) vehicles. Although classified as DEMIL Code "A", exchange of the vehicles is prohibited.

d. DRMOs shall:

(1) Ensure DEMIL code "A" property requisitioned by a museum for exchange purposes has no current challenges to that code. This applies to all items whether recorded in the DLIS Federal Logistics Information System (FLIS) Total Item Record file or not, including scrap and captured military items. Excluded are the M151 series vehicles, hazardous property, and MLI/CCLI which are not authorized for museum exchanges.

(2) Ensure property requisitioned by museums for exchange is released to the requisitioning museum personnel only. Identification of the individual shall be required in accordance with paragraph G, this chapter. These personnel must be military or civilian employees of the museum, not volunteers or members of the museums' private supporting organization.

e. Records and Reports. DoD Activities and Military Services shall:

(1) Maintain accountable records in accordance with appropriate DoD and Service regulations of all items withdrawn from DRMOs to include all material transactions; that is, receipts from the DRMO, transfer and exchange documents.

(2) Provide to DRMS a list of all DoD museums and Service museums authorized to deal with DRMOs including the name of the institution, address, telephone number, and the DoDAAC of the museum.

## **5. Academic Institutions and Non-Profit Organizations for Educational Purposes**

a. Section 11(i) of the Stevenson-Wydler Technology Innovation Act of 1980 (15 USC 3710(i)), as amended by Section 303 of Public Law 102-245, authorizes donations of excess research equipment to educational institutions and non-profit organizations for the conduct of technical and scientific education and research activities.

b. 10 USC 2194 authorizes the Secretary of Defense to allow defense laboratories to enter into one or more education partnership agreements with educational institutions in the United States for the purpose of encouraging and enhancing study in scientific disciplines at all levels of education. Included in this statute is the authority to transfer laboratory equipment.

c. Implementation of these Acts is divided into IT and non-IT, allowing the use of existing disposal/screening procedures currently employed by DISA and DRMS.

(1) DISA is responsible for accomplishing donations of excess IT, under this section.

(2) Non-IT DoD generated excess personal property will be turned in to DRMOs and processed as normal excess.

(3) DoD components are prohibited from accomplishing direct transfers under this section.

**6. National Guard Units.** Issues of excess and FEPP to National Guard units must be approved by the National Guard Bureau or the U.S. Property and Fiscal Officer (USP&FO), or their authorized representative, for the State in which the National Guard unit is located. Requests received from National Guard units which do not contain the signature of the USP&FO, their authorized representative, or the National Guard Bureau, will not be honored.

**7. Senior Reserve Officer Training Corps (ROTC) Units.** Senior ROTC units of the Military Services may obtain excess and FEPP from DRMOs to support supplemental proficiency training programs. These Issues must be approved by the installation commander, or designee, normally responsible for providing logistical support to the instructor group. Issues shall be made to the accountable officer of the school concerned.

**8. Morale, Welfare, Recreation Activities (MWRAs)/Services** (See also Chapter 4, Property Requiring Special Processing, paragraph B42.)

a. DoD MWRAs/Services may requisition excess and FEPP through their servicing accountable officer or from the MWRAs/Services accountable officer if the MWRAs/Services has a DoDAAC on file with the Defense Automatic Addressing System. Requests for small arms, must be requisitioned by servicing accountable officers only, and be approved by the designated DoD focal point (see Attachment 3, this chapter). (See Chapter 4, Property Requiring Special Processing, paragraph B59, for policy/procedures on reutilization of small arms.)

(1) Property issued on requisitions from the servicing accountable officer shall be used and accounted for in accordance with Military Service procedures.

(2) Requisitions received by DRMS/DRMOs direct from an accountable officer of the MWRAs/Services shall be for administrative and other purposes from which no direct benefits will be realized by individuals.

b. Requisitions shall contain the MWRAs/Service account number, the signature of the MWRAs/Service accountable officer, and a statement that the property obtained without reimbursement shall be identified separately in accounting records from property for which reimbursement was made. The requisition shall include the statement that when such property obtained without reimbursement is no longer needed, it shall be turned in to the nearest DRMO and that no part of the proceeds from sale or other disposition shall be returned to the MWRAs/Services. This information shall be perpetuated on follow-on documentation.

**9. Military Affiliate Radio System (MARS).** MARS operates under the command jurisdiction of the Military Services and is an integral part of the DoD communication system. MARS is an appropriated fund activity. The Military Services responsible for MARS are authorized to requisition excess and FEPP through their respective accountable officers. The following requisitioning needs apply:

a. Designation of accountable officer and representatives authorized to screen and obtain excess and FEPP at DRMOs is described in paragraphs C and G, this chapter.

b. The property requisitioned shall be for immediate use by a MARS member or member station for its intended purpose; property may not be acquired for storage. When property requested is to be used for reclamation, written approval for such action must be obtained in advance from the Military Service MARS Chief in coordination with the accountable officer. Property requisitioned for reclamation shall be limited to material in DCC X, or S.

c. Excess/surplus/FEPP property requisitioned from a DRMO for MARS may be shipped to a DoD activity in accordance with paragraph E, this chapter, or picked up at a DRMO by personnel who shall be identified in accordance with paragraph G, this chapter. Property requisitioned for reclamation shall be designated for local pickup only at the DRMO. Accountability of residue shall be in accordance with Military Service directives.

d. The accountable officer shall maintain accountability for all property acquired and issued to MARS members and MARS member stations. The property remains Government property.

e. When the property is no longer needed for use by MARS, the accountable officer shall arrange for the equipment to be turned in to the nearest DRMO, if economically feasible. If it is not economically feasible to turn in the property, survey action shall be taken by the accountable officer in accordance with Chapter 8, A/D, or Chapter 9, Disposal of FEPP.

f. The respective military service may elect to limit MARS requisitions to selected FSCs.

g. The release of property to MARS activities is governed by the following procedures:

(1) Army MARS

(a) In CONUS, the authority to requisition and obtain excess and FEPP to fill valid requirements is vested in the MARS Program Manager (MPM) who is the accountable officer appointed by the Chief, Army MARS. All requisitions shall be originated and signed by the MARS Program Manager and processed through the accountable officer for MARS equipment.

(b) Outside CONUS, the authority to requisition and obtain excess and FEPP for the Army MARS program is vested in the 5<sup>th</sup> Signal Command MARS Director (Europe), 1<sup>st</sup> Signal Brigade-US Army Information System Command (USAISC) (Korea), USAISC-Japan, USAISC Western Command (Hawaii), and USAISC-Panama. All requisitions shall be originated by and signed by the MPM who is the accountable officer appointed by the Chief, Army MARS. Requisitions shall be processed through the applicable accountable officer for MARS equipment.

(2) Navy-Marine Corps MARS (NAVMARCORMARS)

(a) In CONUS, the authority to originate requisitions for excess and FEPP to fill valid requirements in the NAVMARCORMARS program is vested in the Chief, NAVMARCORMARS, Deputy Chief, NAVMARCORMARS, Directors of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 7<sup>th</sup> MARS Regions and the Officer-in-Charge, Headquarters Radio Station. All requisitions must be signed by the Chief, NAVMARCORMARS, or the Deputy Chief, NAVMARCORMARS. Requisitions shall be processed through the applicable accountable officer.

(b) Outside CONUS, the authority to originate requisitions shall come from Chief, NAVMARCORMARS, a Regional Director or a specific designee of Chief, NAVMARCORMARS. All requisitions must be signed by the Chief, NAVMARCORMARS or the Deputy Chief, NAVMARCORMARS and processed through the applicable accountable officer.

(3) USAF MARS

(a) The Office of the Chief, USAF MARS and staff; active duty Installation MARS Directors (IMDs), and active MARS affiliates are authorized to screen and identify property for USAF MARS use. MARS affiliates are identified by a valid AFCC Form 130, or AF Form 3666 signed by the Chief, USAF MARS. The IMD is appointed in writing by the Installation Commander or their designated representative; this appointment constitutes authority for screening and identification of property.

(b) Requisitions for property for MARS reutilization must be approved by the Chief, USAF MARS, or designated representative; this approval authority cannot be delegated. All approved requisitions will be processed through the USAF MARS Accountable Property Officer or designated alternate, who will initiate and sign a DD Form 1348-1A to authorize release of identified property. Authority to sign release documents will not be delegated.

h. The accountable officer shall maintain current and valid identification of their members; and to prevent unauthorized screening by MARS members or former members.

**10. Civil Air Patrol (CAP)**

a. CAP is the official auxiliary of the USAF and is eligible to receive excess and FEPP without reimbursement. Title to the property is transferred to CAP upon the condition that the property be used by CAP to support valid mission requirements.

b. The CAP must return unneeded property to the DRMO. The CAP is strictly prohibited from selling, donating, or bartering property previously obtained from the DoD disposal system without specific approval from HQ CAP-USAF. This policy shall be followed unless a case-by-case waiver has been granted by Headquarters, CAP-USAF. The waiver requests and approval shall be in writing. These waivers shall be the exception to the rule. The importance of this requirement cannot be overemphasized for ensuring the establishment of an audit trail.

c. Authority for CAP members to screen and obtain excess personal property shall be in writing as set forth in paragraph B2. CAP members shall identify themselves for pickup of property as stated in paragraph G, this chapter.

**11. DoD Contractors**

a. The DoD 4000.25-1-M, MILSTRIP, permits the Military Service/Defense Agency Management Control Activity (MCA) to withdraw or authorize the withdrawal of specified excess personal property from DRMOs for use as GFM/Government Furnished Equipment (GFE) to support officially stated contractual requirements. DRMOs cannot guarantee the property withdrawn meets minimum specifications and standards in terms of quality, condition, and safety.

b. Requisitions for such property shall be in accordance with Chapter 11 (GFM), of DoD 4000.25-1-M, MILSTRIP. Requisitions shall include the DoD activity address code assigned to the contractor. These requisitions must be processed by the MCA having cognizance of the applicable contract.

c. Property requisitioned must be authorized and listed in the DoD contract(s) for which the property will be used; recorded in the ICP's MCA responsible for the contract; and the Contracting Officer/COR must approve the use of the requisitioned property for such contract(s). Each requisition (DD Form 1348 series) must contain the signature and title of the contracting officer/contracting officer representative authorizing the withdrawal of DoD excess personal property from the disposal system. Each requisition must also contain the certification: "For use under Contract(s) No. \_\_\_\_\_." The certification should be signed by an authorized official and should indicate his/her official title.

**12. Issues To Foreign Governments and International Organization** (See Chapter 12, Security Assistance.)

**ATT 2  
CHAP 5  
DoD 4160.21-M**

**SAMPLE FORMAT DD FORM 1348-1A**

**Reference: Chapter 5, Paragraph C1c**



**DoD DESIGNATED CONTROL POINTS FOR SMALL ARMS  
REQUISITIONING/REVIEW/APPROVAL**

**Reference: Chapter 5, Paragraph C6 and Chapter 4, paragraph B59f**

SERVICE/AGENCY	CONTROL POINT
Army	Director of Armament and Chemical Acquisition and Logistics Activity ATTN: AMSTA-AC-ASI Rock Island, IL 61299-7630  Telephone DSN 793-7531 Commercial (309) 782-7531
Navy	Commanding Officer Naval Inventory Control Point ATTN: Code 05921H Mechanicsburg, PA 17055-0788  Telephone DSN 430-5647 Commercial (717) 790-5647
Air Force*	WR ALC/LKJMW 460 2 <sup>nd</sup> Street, Suite 211 Robins AFB, GA 31098-1640  Telephone: DSN 468-6762 Commercial (912) 926-6762
USMC	Commandant of the Marine Corps ATTN: LPP Headquarters, U.S. Marine Corps 2 Navy Annex Washington, DC 20380-1775  Telephone: DSN 225-8926 Commercial (703) 695-8926
Coast Guard	Commandant, ATTN: G-OCU US Coast Guard 2100 Second St SW Washington, DC 20593-0001  Telephone (202) 267-1522
National Security Agency	National Security Agency

Item Accounting Branch  
ATTN: L112  
Fort George Meade, MD 20755-6000

Defense Intelligence Agency      Defense Intelligence Agency  
ATTN: RLE-2  
Washington, DC 20340-3205

Defense Nuclear Agency      Headquarters  
Defense Nuclear Agency  
ATTN: CSLE  
Washington, DC 20305-1000

Defense Logistics Agency      ATTN: CAAS  
Defense Logistics Agency  
8725 John J. Kingman Road, Suite 2533  
Fort Belvoir, VA 22060-6221

Telephone DSN 427-5420  
Commercial (703) 767-5420

Federal Civil Agencies      GSA Regional Utilization Section Chiefs  
through General Services FSS  
ATTN: FBP  
Crystal Mall #4, Room 812  
Washington, DC 20406

Telephone (703) 305-7240

\* The only USAF activity authorized to requisition.